

TOWN MANAGER'S REPORT
JUNE 2021

➤ **Financial Report YTD FY22**

- Unrestricted General Funds Balance \$8,311,682; Restricted Funds Balance \$6,042,483
- General Revenue \$363,468; Budget \$1,429,140; 25.43% of budget
- General Expenses \$144,526; Budget \$1,429,140; 10.11% of budget
- Restricted Revenue \$571,643; Budget \$778,271; 73.45% of budget
- Transfer Tax Expenses \$141,921; Budget \$388,885; 36.49% of budget
- Grants/Other Expenses \$429; Budget \$96,281; 0.45% of budget
- Total Cash Assets \$14,658,734; Total Cash Liabilities \$195,821
- Total Income \$935,111; Budget \$2,207,411; 42.36% of budget
- Total Expense \$286,876; Budget \$1,914,306; 14.99% of budget

➤ **Administration**

Residents and property owners will be receiving a mailing from the Town Hall, with information and instructions on CodeRED, Online Payments, and a form to update their contact information. Thank you, Finance Director Lisa Wynn, Administrative Assistant Jenn Ireland, and Town Clerk Wendy Mardini (she stuffed 2,000 envelopes), for pulling these informational documents together.

The Town Hall reopened to the public on Monday, May 24th, after being closed since March 2020. However, during the official closing, the staff continued to work with the public through the use of the pass-through window that we had installed to conduct necessary business. I commend the staff of the Town of Millville who showed up every day to work during the COVID19 pandemic.

The Town of Millville was informed the first of June that we will be receiving \$337,965.97 from the American Rescue Plan Act of 2021 (ARPA). We have received the first installment of \$168,982.98. The act states the final installment may be early 2022. I have been working with several individuals throughout the State trying to get clearer understanding on the eligible uses of these funds. I will continue to keep the Council informed as I work through this process.

The Town will also be participating in the State Auditor's Gray Fox Initiative. See below from our auditor's website:

A Historic Transparency Initiative

The premise of this initiative is simple: Delawareans can see and compare how their counties, municipalities and school districts are spending the millions in tax dollars received from the \$1.9 trillion federal American Rescue Plan. Through this project, State Auditor McGuinness is encouraging every resident of Delaware to become a citizen watchdog over these funds.

The Gray Fox Initiative provides an efficient, secure method to ensure that the expenditure of the American Rescue funds is transparent and consistent throughout the agencies that choose to participate. Transparency in the expenditure of these public funds is critical because all Delawareans should be confident these funds are being used to benefit their respective communities.

➤ **Participated in the following meetings/events:**

Along with my everyday duties, phone calls and visitors, below please find some scheduled meetings I would like to share with Town Council.

- June 1st - Mayor Belinko, Town Engineer Andrew Lyons, and I met with Ocean View's representatives, Mayor Reddington, Town Manager Carol Houck, and Planning & Zoning Director Ken Cimino to discuss pedestrian and bike projects.
- June 2nd - Secretary Wisgirda and I attended the Sussex County Association of Towns (SCAT) dinner meeting hosted by the City of Lewes.
- June 4th - Mayor Belinko and I attended the SCAT Steering Committee breakfast in Georgetown.
- June 4th - Met with former Councilmember Pete Michel to discuss upcoming Town projects.
- June 8th - I held a staff meeting
- June 8th - I attended the Town Council meeting
- June 9th - Mayor Belinko and I met with Brian Lewis of Cunningham Recreations to discuss possible designs for the plaza area at Evans park for shade and seating.
- June 10th - Town Clerk and I joined a webinar hosted by the University of Delaware's Institute on Public Administration regarding the ARPA funds.
- June 16th - A meet and greet luncheon was planned by DR Horton's construction team and was attended by me, Eric Evans, Jenn Ireland, and Andrew Lyons.
- June 21st - Met with Mayor Belinko and Deputy Mayor Brienza to discuss Town projects.
- June 22nd - Met with Rod Hart of Ardent Companies, Jeff Clark of Land Tech, Andrew Lyons to discuss the Millville by the Sea Master Planned Communities rendering of the possible future amenities.
- June 22nd - Joined a webinar meeting with representatives of the Community Outreach Team of DelDOT to discuss more joint meetings on the study requests. Mayor Belinko and Andrew Lyons also attended.
- June 22nd - Attended the Town Council Meeting.
- June 23rd - Training session with staff members.
- June 23rd - Met with the Chairman of the Volunteers Pat Moulder.
- June 30th - Met with Chairman of the Planning and Zoning Commission Pat Plocek.
- June 30th - Andrew Lyons and I met with representatives of the Millville Volunteer Fire Company, Greg Hocker and Doug Scott, along with their engineer and contractor, to review plans for an addition to the current fire station.

Attached are the following reports:

1. Delaware State Police Millville Reporting - May
2. Code & Building Department Report
3. Millville Volunteer Fire Department June Report

Respectfully submitted,
Deborah Botchie
Town Manager



Millville Reporting – May 2021

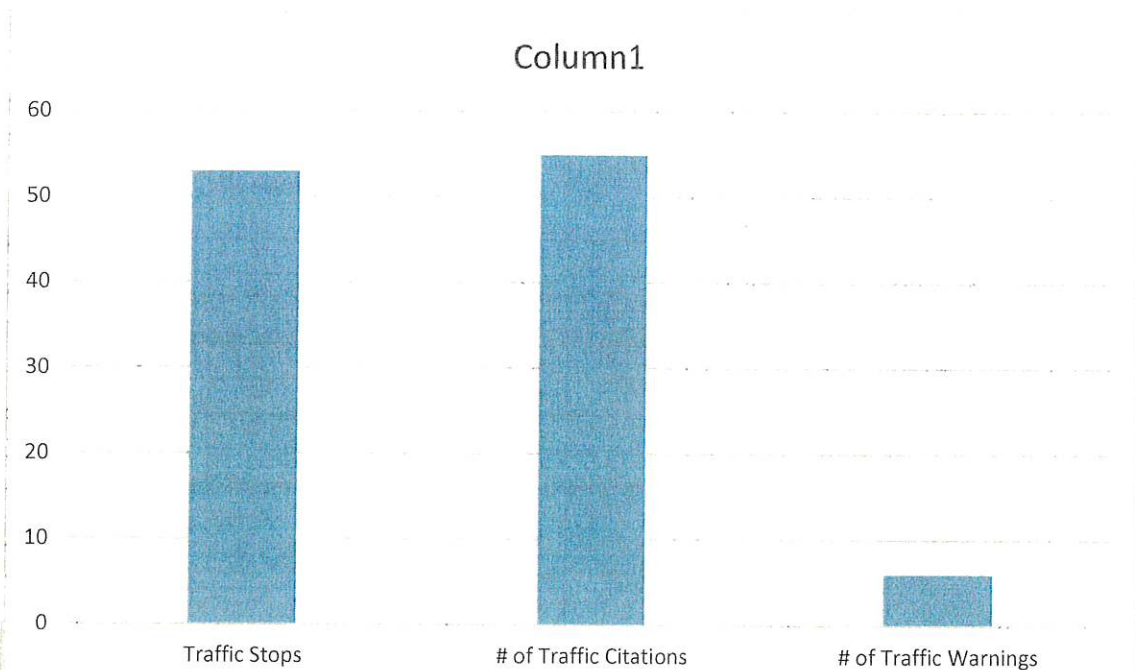
Millville Troop 4 Deployment Reporting – May 2021

Date	IBM	Time In	Time Out	HRS Hot Spot	Traffic Stops	# Of Warnings	Traffic Charges	# DUI	# of Incidents	# of Person Arrested	Total Criminal Charges	CP C	Intel	Drug Arrest	29's
5/18/2021	1633	0830	0930	1	3	0	2	0	0	0	0	0	0	0	0
Date	IBM	Time In	Time Out	HRS Hot Spot	Traffic Stops	# Of Warnings	Traffic Charges	# DUI	# of Incidents	# of Person Arrested	Total Criminal Charges	CP C	Intel	Drug Arrest	29's
5/1/2021	174	1100	1500	4	6	0	7	0	0	0	0	0	0	0	0
5/2/2021	206	1400	1730	4	2	0	3	0	0	0	0	0	0	0	0
5/3/2021	862	1600	1900	3	0	0	0	0	0	0	0	0	0	0	0
5/4/2021	206	1400	1800	4	1	0	2	0	0	0	0	0	0	0	0
5/5/2021	1599	1630	2030	4	1	1	0	0	0	0	0	0	0	0	0
5/6/2021	174	1900	2300	4	1	0	1	0	0	0	0	0	0	0	0
5/7/2021	174	1000	1400	4	2	0	3	0	0	0	0	0	0	0	0
5/8/2021	206	1400	1800	4	1	1	0	0	0	0	0	0	0	0	0
5/9/2021	206	1400	1800	4	1	0	1	0	0	0	0	0	0	0	0
5/10/2021	433	0900	1300	4	0	0	0	0	0	0	0	0	0	0	0
5/10/2021	206	2100	0100	4	1	0	0	0	0	0	0	0	0	0	0
5/11/2021	1676	1300	1700	4	1	0	2	0	0	0	0	0	0	0	0
5/12/2021	1824	2300	0300	4	0	0	0	0	0	0	0	0	0	0	0
5/13/2021	1700	0600	1000	4	1	0	4	0	1	1	0	0	0	0	1
5/13/2021	174	1700	2100	4	1	0	1	0	0	0	0	0	0	0	0
5/13/2021	345	1130	1530	4	0	0	0	0	0	0	0	0	0	0	0
5/14/2021	206	1900	2300	4	1	0	1	0	0	0	0	0	0	0	0
5/15/2021	174	1800	2200	4	2	0	2	0	0	0	0	0	0	0	0
5/16/2021	174	1700	2100	4	0	0	0	0	0	0	0	0	0	0	0
5/17/2021	174	1700	2100	4	2	1	1	0	0	0	0	0	0	0	0
5/17/2021	442	1830	2230	4	3	2	1	0	0	0	0	0	0	0	0
5/18/2021	1633	1900	2300	4	3	0	0	0	0	0	0	1	0	0	0
5/19/2021	345	0330	0730	4	0	0	0	0	0	0	0	0	0	0	0
5/20/2021	345	0900	1300	4	1	0	0	0	0	0	0	0	0	0	0
5/20/2021	862	1500	1900	4	0	0	0	0	0	0	0	0	0	0	0
5/21/2021	1824	0700	1100	4	7	0	7	0	0	0	0	0	0	0	0
5/21/2021	1134	1930	2330	4	1	1	0	0	2	0	0	2	0	0	0
5/22/2021	1335	0800	1200	4	1	0	2	0	0	0	0	0	0	0	0
5/23/2021	1676	1600	2000	4	0	0	0	0	0	0	0	0	0	0	0
5/24/2021	433	1230	1630	4	1	0	1	0	0	0	0	0	0	0	0
5/24/2021	433	1630	2000	4	1	0	0	0	0	0	0	0	0	0	0
5/25/2021	206	1030	1430	4	0	0	0	0	0	0	0	0	0	0	0
5/26/2021	442	1600	2000	4	1	0	4	0	0	0	0	0	0	0	0
5/27/2021	345	1100	1500	4	1	0	2	0	0	0	0	0	0	0	0
5/27/2021	345	2300	0300	4	0	0	0	0	0	0	0	0	0	0	0
5/28/2021	1633	1300	1700	4	4	0	6	0	1	1	2	0	0	2	0
5/28/2021	174	1900	2300	4	1	0	1	0	0	0	0	0	0	0	0
5/30/2021	442	1530	1930	4	0	0	0	0	0	0	0	0	0	0	0
5/31/2021	174	0900	1300	4	1	0	1	0	0	0	0	0	0	0	0
Total				156	53	6	55	0	4	2	2	3	0	2	1



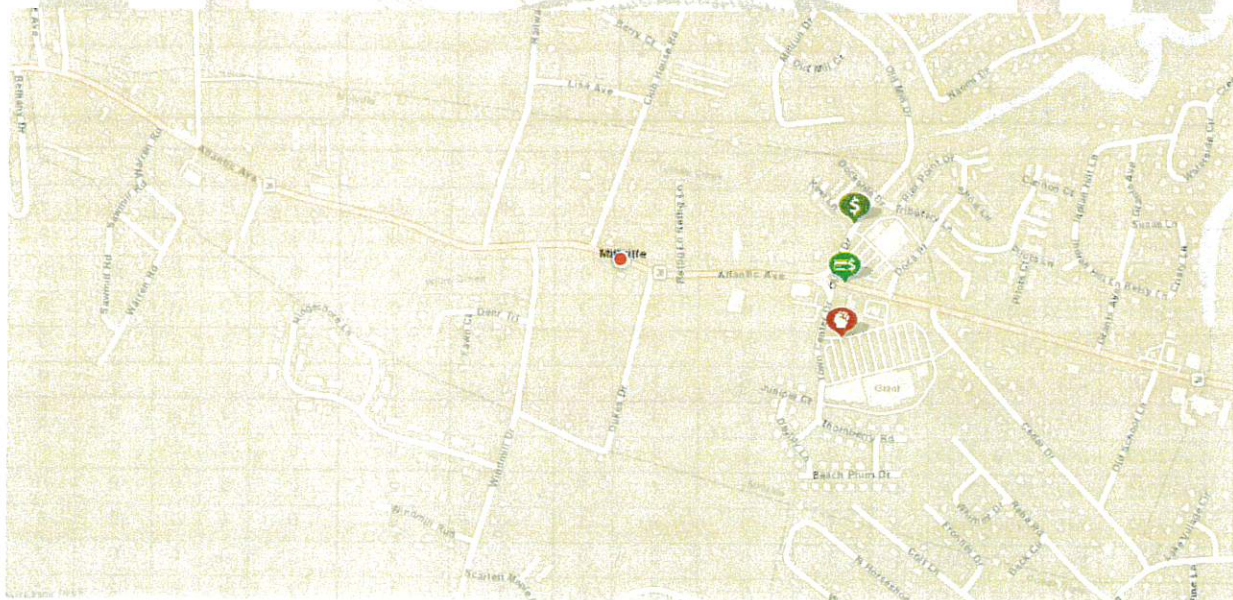
Millville Reporting – May 2021

Traffic Contact Totals for Millville Contract Policing Patrols



53 Total Traffic Stops; 6 Traffic Warnings and 55 Traffic Charges issued.

Crime Mapping - www.dsp.delaware.gov



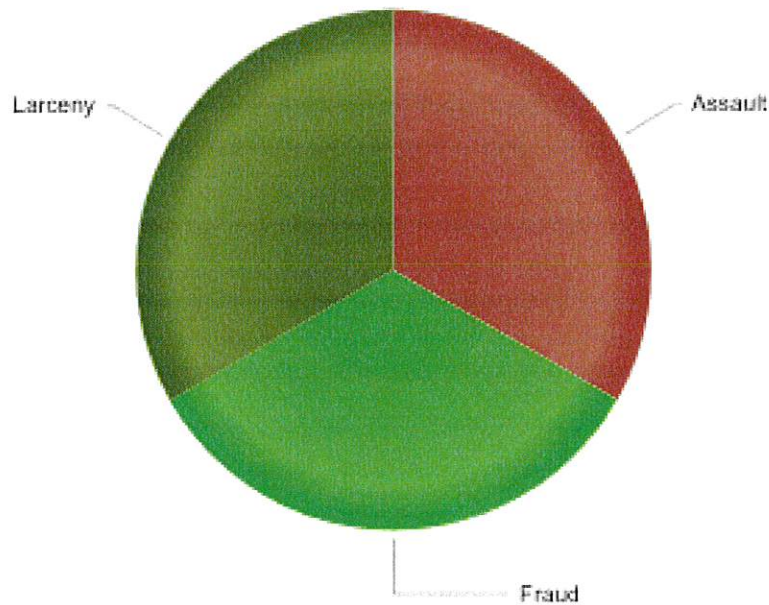
Public has access to this site for greater details if needed






Millville Reporting – May 2021

Crime Categories

Crime Summary



Type	Description	Incident #	Location	Agency	Date
	PRESCRIPTION FRAUD		200 BLOCK E ATLANTIC AVE	Delaware State Police	5-18-2021 12:47 PM
	LARCENY/SHOPLIFTING		38700 BLOCK N OLD MILL RD	Delaware State Police	5-10-2021 5:00 PM
	AGGRAVATED ASSAULT/NON FAMILY STRONG ARM/HANDS/FIST/FEET		38000 BLOCK TOWN CENTER DR	Delaware State Police	5-1-2021 7:45 PM

~ Millville

Deborah Botchie

From: Wood, Jon F (DSP) <Jon.Wood@delaware.gov>
Sent: Wednesday, July 7, 2021 3:40 PM
To: Deborah Botchie
Subject: RE: Hey

Sorry – cop talk!!! An “incident” is anything that results in a report being written other than a traffic ticket or warning. Some examples would be a DUI, possession of illegal drugs, underage possession of alcohol, outstanding warrant, etc. A “CPC” is a Crime Prevention Check and is a short form that is filled out to document a suspicious person or vehicle. An example may be a car parked behind a commercial property after closing time with engine running and lights out or a pedestrian in dark clothing walking through a residential area in the early morning hours. A “29” is a wanted person. Typically, these are folks who are contacted during traffic stops that have capiases (bench warrants) for unpaid fines or for failing to appear for court.

Code & Building Department Monthly Report for June 2021

BUILDING PERMITS

Total BP Issued: 39

- Single Family Homes 4
- Townhouse Units 5
- Minor 29
- Commercial 0
- Signs 1

Certificates of Occupancy/Completion Issued: 56

Total Revenue	\$ 41,257.50
BP SFH	\$ 18,907.00
BP SFTH	\$ 17,955.50
BP Commercial	\$ 0.00
BP Minor	\$ 3,645.00
Sign Permits	\$ 250.00
BP Violations	\$ 500.00

DEVELOPMENT ACTIVITY

BISHOP'S LANDING:

BL2: Work continues. Infrastructure continues. All lots being built on in phase 3. Should start in phase 4 around Aug is what I am told.

MBTS Sea Star Village: Done.

MBTS Sea Breeze: Pad sites being prepared. Infrastructure continues. The 1st 18 lots sold and construction well underway. Should be connecting to the spur road with curb, soil cement, and blacktop by mid-July. I'm told all lots are spoken for or in the process. My guess Christopher should be out of Sea Breeze by next Oct.

PARKSIDE: Model completed; 15 Lots have sold on the signs. I'm anticipating a lot of permits the Month of July.

SEA EDGE: Building in process. Should be sold out and done by December. At least that is their goal.

SOUTHERN LANDING: Infrastructure continues, Sewer connection along School Lane completed. Building construction should be starting in next few months.

TOWN PARK: Working to get Dirt removed.

CODE ENFORCEMENT: VIOLATIONS

TOTAL VIOLATIONS: \$500.00

June 2021 Activity Report

	<u>June-21</u>	<u>June-20</u>
EMS Calls	220	240
Fire Calls	53	28
Total Calls	273	268

Types of Fire Calls

Assist other Fire Companies	4	3
Automatic Fire Alarms	18	6
Carbon Monoxide Detector Activation	3	1
Gas Leaks	5	2
Medical Assist	2	4
Motor Vehicle Accident	5	3
Other Type Alarms	6	5
Outside Fires	2	0
Structure Fires	8	3
Vehicle Fires	0	1

Types of EMS Calls

Assist	7	17
Cancellation	22	19
DOA	1	0
Patient Refusals	28	38
Public Service	1	2
Stand By	32	21
Transfer of Care	2	2
Transports	126	141
Unable to locate	1	0

Geographic Locations of Calls

County In District, out of town(s)	149	152
Millville, town of	30, MMC-4	37, MMC-14
Ocean View, town of	Fire-13, EMS-27	Fire-5, EMS-28
Out of District	11	3

Personnel, Hours, Miles

Hours in Service	390.02	382.86
Personnel in Service	1149	877
Personnel Hours	1192.65	3229.54
Miles Traveled	7465	6896

Incidents of Notable Interest

June 2021 Activity Report

6/2/21, 2336 hours, Atlantic Avenue & Central Avenue,
Ocean View, MVC with entrapment, wires and pole down.

6/6/21, 1118 hours, 33000 block of Waterside Drive,
Waterside Development, house fire.

6/9/21, 1554 hours, 34000 block of Seagrass Plantation
Blvd, house struck by lightning.

6/9/21, 1556 hours, 30000 block of Oakwood Road,
Denton Woods, shed fire.

6/9/21, 1604 hours, 100 block of Henlopen Drive,
South Bethany, assisted Bethany Beach VFC with a
house fire, house struck by lightning.

6/9/21, 1635 hours, 34000 block of Seagrass Plantation
Blvd, house struck by lightning.

6/9/21, 1646 hours, 34000 block of Seagrass Plantation
Blvd, house struck by lightning.

6/11/21, 2018 hours, 400 block of Black Gum Drive, South
Bethany, assisted Bethany Beach VFC with a house fire,
subject reported trapped.

6/15/21, 0018 hours, 37000 block of Ocean Park Lane,
Fenwick Acres, assisted Bethany Beach VFC with a house
fire.

6/15/21, 1257, 300 Block of Evergreen Court,
Bethany Proper Townhouses, assist Bethany Beach
VFC with a townhouse fire.

6/26/21, 2002 hours, 20 block of Kent Avenue, Ocean
View, vehicle fire with extension into the residence.

6/30/21, 1938 hours, 37000 block of Mahogany Street,
Shady Dell Park, active gas leak from a 420lbs cylinder.